

## **SECTION 01395 ADMINISTRATIVE LOGS**

### **PART 1 - GENERAL**

#### **1.01 SUBMITTALS LOG**

- A.** If shop drawings, product data, or sample submittals are required by the Contract Documents, maintain a submittals log to record the status of submittals made to the Designer.
  - 1.** Clearly identify the Project.
  - 2.** Record activities with respect to shop drawings, product data, samples, and such other submittals as desired.
  - 3.** Indicate for each submittal made to date:
    - a.** Title or name, and type of submittal.
    - b.** Date submitted to the Designer.
    - c.** Date returned by the Designer.
    - d.** General nature of the Designer's response.
- B.** Submit three (3) copies with each application for payment.

#### **1.02 VISITOR (SIGN-IN / SIGN-OUT) LOG**

- A.** Maintain Sign In/Out Log in the field office (or with the Project Superintendent when no field office is required) to record entry and exit of persons entering the work areas. Allow no one to enter or exit work areas without making record in log.
  - 1.** Clearly identify the Project.
  - 2.** Indicate:
    - a.** Visitor name and social security number.
    - b.** Date of visit.
    - c.** Time of arrival and departure.
    - d.** company or agency represented and reason for presence.
- B.** Submit three (3) copies with each application for payment.

#### **1.03 ASBESTOS WASTE LOG**

- A.** Maintain Notarized asbestos waste log showing date, type of container removed from work area, signature of recorder, and time of day.

**END OF SECTION**